

JULY 1, 2006 - JUNE 30, 2008

Guidelines for funding



VIRGINIA COMMISSION for the *Arts*

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The Virginia Commission for the Arts is the state agency that supports the arts through funding from the Virginia General Assembly and the National Endowment for the Arts.

Virginia Commission for the Arts has a number of funding opportunities available for:

- 1) Arts and other non-profit organizations
- 2) Non-arts organizations conducting arts programs
- 3) Units of government
- 4) Schools and School Divisions
- 5) Individual Artists

Grant Programs and Deadlines:

GRANT PROGRAM	GRANT DEADLINE
General Operating Support (all organizations)	March 1, 2006
	March 1, 2007
Project Grants	March 1, 2006
	March 1, 2007
Touring Assistance - For Presenters	March 15 - December 1 of each year
Local Government Challenge Grants	April 3, 2006
	April 2, 2007
Touring Assistance - For Performing Artists	April 3, 2006
Artists in Education Residency Grants (PK-12)	April 3, 2006
	April 2, 2007
Artist Fellowships	August 1, 2006
	August 1, 2007
Teacher Incentive Grants	October 16, 2006
	October 15, 2007
Technical Assistance Grants	Throughout the Year
Technology Enhancement Grants	Throughout the Year
Writers in Virginia	Throughout the Year
Artist Roster	Throughout the Year
All Final Reports	June 15, 2006
	June 15, 2007

QUESTIONS? CHECK OUR WEBSITE:

www.arts.virginia.gov

Upon request, a large print version of this public document will be made available to persons with visual impairments.

Mission

To support and stimulate excellence in all of the arts, in their full cultural and ethnic diversity, in order to enhance the quality of life, to stimulate economic development, to support educational advancement, and to make the arts accessible to all Virginians.

Values

- The people of Virginia deserve great art. The Virginia Commission for the Arts supports artistic excellence where it exists, encourages growth in artistic quality, and works to make this artistic excellence available to all Virginians.
- High quality art should be accessible to all Virginians, regardless of race, age, gender, income, disability, geographic isolation, or social barrier.
- The Commission celebrates the diverse cultures that have led to the vitality of contemporary life in the Commonwealth.
- An investment in the artists of today is an investment in the cultural heritage of the Commonwealth.
- The Commission values creativity and innovation in the arts.
- The Commission’s role in funding the arts should be that of a catalyst, helping to strengthen private and local support of the arts.
- The arts are a vital component of a healthy economy, improving the quality of life in urban and rural communities, adding jobs, and drawing tourists from around the world.
- Study of the arts is essential to intellectual and creative development and should be a part of the education of every young person.
- The Commission should be a responsible steward of the public trust, committed to using public resources fairly and efficiently, with the highest ethical and legal standards.

Background

- The Commission’s funds come from the Virginia General Assembly and the National Endowment for the Arts, a federal agency.
- The agency is guided by 13 Commissioners appointed to five-year terms by the Governor and confirmed by the General Assembly. To ensure statewide representation, at least one Commissioner -- and no more than two -- is appointed from each Congressional district. A staff of five implements programs and policies. The Commission is assisted by a statewide network of advisory panelists.
- The 2006-2008 Guidelines for Funding, presented in the following pages, describe the grant programs of the agency. The Guidelines cover activities taking place between July 1, 2006, and June 30, 2008. This document reflects the advice of many of the constituents of the Commission. The agency encourages anyone in Virginia to comment on its programs and services by writing, calling, or e-mailing the Commission office at any time during the year.

Guiding Principles

Artistic Quality

- Supporting and stimulating excellence in the arts in Virginia is the responsibility of the Commission.
- Artistic quality is the first consideration in the decision to fund any arts organization or arts activity. The Commission supports artistic excellence where it already exists, encourages growth in artistic quality, and works to make this artistic excellence available to all Virginians.
- The advisory panels make evaluations of artistic quality. The Commission chooses the panelists for their knowledge of and experience in the arts. They attend activities of the Commission grantees and have first-hand knowledge of the quality of the work of the organizations.

Access to the Arts

The Commission works to ensure that quality arts are accessible to all Virginians regardless of race, age, gender, income, disability, geographic isolation, or social barrier. The Commission supports existing arts organizations in all parts of the Commonwealth and encourages new organizations that serve people with limited access to the arts.

In addition, the Commission makes a substantial investment in performing arts touring each year as a way of increasing the availability of high quality arts throughout the Commonwealth.

All applicants are expected to consider the needs of special populations, such as older adults, individuals with disabilities, and the institutionalized, when planning their programs.

Diversity

The Commission believes that it is through the arts we celebrate the diverse cultures of this country.

The Commission funds arts organizations, artists, and arts activities that preserve and present the many cultures of contemporary life in the Commonwealth.

Commission grantees that are serving racially, ethnically, and/or culturally diverse communities are expected to actively seek racial, ethnic, and/or cultural diversity in their artists, audiences, boards, and staff. Applications for funding should fully describe all efforts to create this diversity.

Assistance to Individual Artists

Central to support for the arts is aid to individual artists of all disciplines. The Commission believes that assisting the artist today is an investment in the cultural heritage of the Commonwealth.

The Commission provides fellowships for individual artists to help create new work as well as advance the careers of artists and the art forms in which they work.

If the arts are to thrive, there must be a receptive environment. The Commission hopes to develop a broad interest in and demand for new art in the Commonwealth by assisting in the purchase, commissioning, presentation, and distribution of work by Virginia artists of all disciplines. The Commission's goal is to foster a climate in which artists of exceptional talent may work full time at their art, assured of critical and financial rewards. Arts organizations receiving funding from the Commission are encouraged to pay their artists.

Additionally, the Commission supports artist retreats, access centers for equipment and studio/rehearsal space, and organizations that provide information and advisory services for individual artists.

Development of Arts Organizations

The Commission provides on-going support for established arts organizations and helps in the development of new arts organizations which fill a community need. In deciding which organizations to support, the Commission looks for high standards of artistic quality and management and the amount of local commitment to an organization in terms of attendance and financial support.

The Commission funds both professional and nonprofessional organizations that strive for artistic excellence. The Commission defines a "professional" organization as one composed of, hiring, or serving artists who earn or endeavor to earn their living through the practice of their art.

The Commission provides technical assistance to arts organizations, including paying for staff and board members to attend workshops and seminars, funding short term consultations on management problems, and conducting management workshops.

The Commission views its financial assistance role to arts groups as that of a catalyst, helping to strengthen private and local support of the arts. The Commission believes in a diversified funding base for arts organizations.

Organizations receiving funding from the Commission are expected to earn as much income from ticket sales/admission fees as possible, while seeking contributions from individuals, corporations, foundations, and government, as well as income from special fund-raising activities. This philosophy recognizes that government resources are limited while demands for services are high and that the arts are healthier when open to diverse influences and not financially dependent on any single source of support.

Some arts organizations exist to present the work of one artistic leader and are not intended to continue after that leader is gone. Other, equally worthy arts organizations have a more broad-based artistic philosophy and are intended to continue serving their communities beyond the tenure of the original artistic leader. The Commission strongly encourages this second group of organizations to build cash reserve funds and endowment funds to ensure financial stability in the future.

Arts Education

The Virginia Commission for the Arts is committed to strengthening arts education in the Commonwealth. The arts are an essential component of our communities, education, and lives. Creative activity is a source of joy and wonder. It also nurtures the development of cognitive, social, and personal skills which lead to improved academic performance in all subjects.

The study of the arts should be a part of the education of every young person, whether that student grows up to be a performer, a scientist, or a basketball player. A complete curriculum in the arts includes both training in performance and in the creation of art work and the study of the history and theory of the various art forms.

The Commission supports artist residencies in the schools, innovative projects that integrate the arts with non-arts curricula, and the educational programs of nonprofit arts organizations. None of these educational resources, however, take the place of sequential, curriculum-based arts instruction delivered by certified arts teachers. These supplemental arts programs reinforce and expand upon the arts curricula.

The Commission works in partnership with arts education associations, the Virginia Board of Education, the Virginia Department of Education, and arts organizations to promote arts education in all schools in Virginia.

Advisory Panels

To help the Commission in making decisions on grant applications to arts organizations the Commission has established seven regional advisory panels (see map), one statewide panel for major arts institutions, and one statewide panel for local arts agencies.

Each of the seven regional advisory panels, as well as the statewide panels for major arts institutions and for local arts agencies, consist of seven to nine members appointed by the Commission. The panelists are local artists, arts administrators, trustees of arts organizations, and arts supporters. They are chosen for their expertise in the arts, their ability to work with others in a panel situation, and their willingness to devote the time required. In making appointments to the panels the Commission attempts to balance each panel with knowledge of the different arts disciplines and diverse cultural perspectives.

There is also a statewide arts education advisory panel for the Artists in Education Residency Program (PK-12). This panel includes artists, arts educators, administrators, and leaders of community organizations. Statewide advisory panels of three to four arts educators and administrators review Teacher Incentive Grant proposals each year. Special statewide advisory panels made up of artists, arts administrators, and arts educators review applications from artists wishing to be considered for inclusion on the Artist Roster each year.

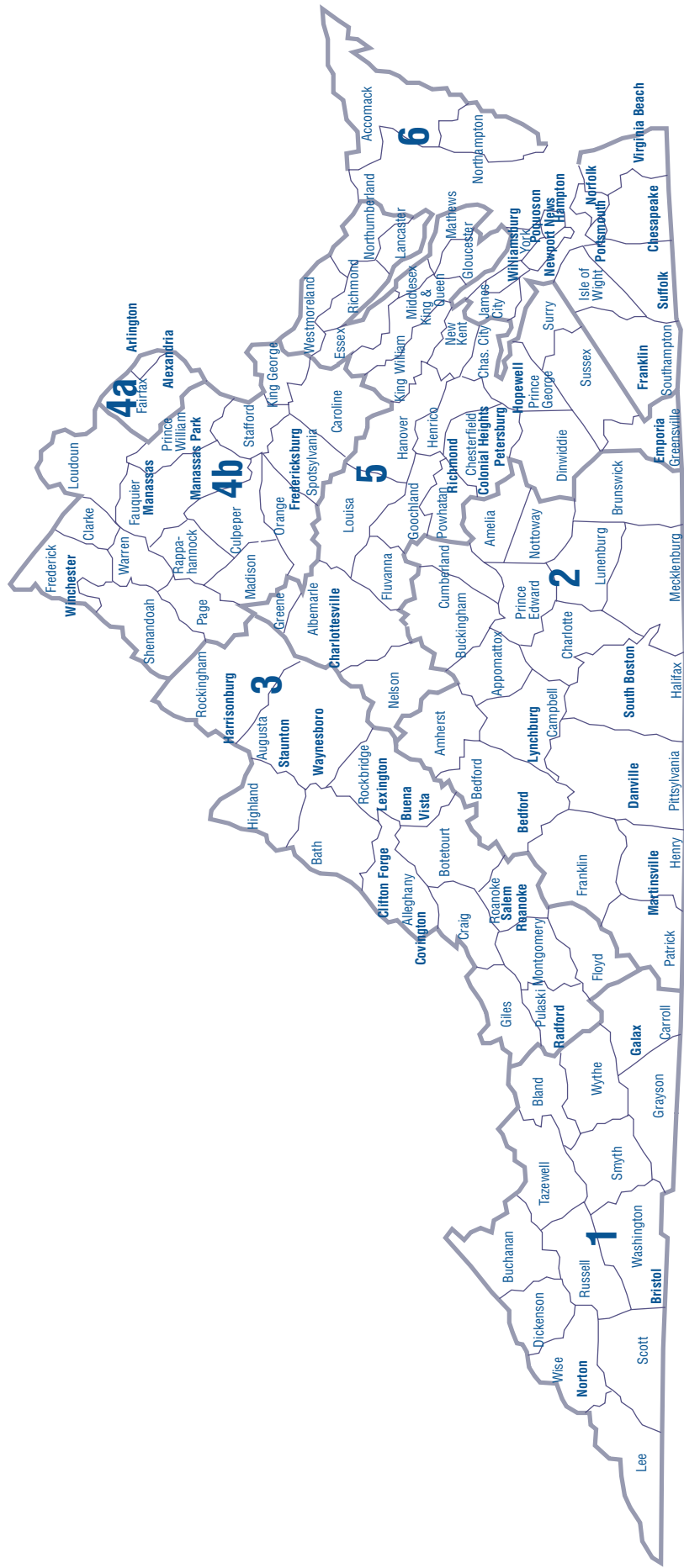
Another statewide advisory panel makes recommendations on the performing artists to be included in the Tour Directory. This panel includes performers, administrators of touring organizations, and representatives of presenting organizations.

Applications for Artist Fellowships are reviewed by a statewide advisory panel of professionals in the appropriate discipline.

Applications for Technology Enhancement Grants are reviewed by a statewide advisory panel with expertise in both technology and general arts management.

Panelists make recommendations on grant applications, evaluate activities funded by the Commission, and make recommendations on the Commission's policies and procedures. They are appointed for one-year terms and may be reappointed twice to serve a maximum of three years.

Nominations for the advisory panels may be submitted to the Commission office at any time during the year. Each nomination is kept on file for three years. A list of current panelists is available from the Commission office and on the Commission website.



AREA ARTS ADVISORY PANELS, 1-6

GENERAL GRANT POLICIES

Basic Eligibility

The Virginia Commission for the Arts awards grants to Virginia organizations which:

- are not-for-profit and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation, of the Internal Revenue code, or are units of government, or are educational institutions, or are local chapters of tax exempt national organizations;
- produce, present, or support, dance, literary arts, media arts, music, theater, visual, and related arts;
- comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which state that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Actions of the General Assembly

All Commission programs and grant amounts are subject to change, based upon action on the state budget by the Virginia General Assembly and by the Office of the Governor. The Commission recommends that applicants confirm the deadlines for the grant programs before submitting applications.

Acknowledgment

In all published material regarding the particular activity supported, acknowledgment must be made that the activity is partially supported by a grant from the Virginia Commission for the Arts and the National Endowment for the Arts. The purpose of crediting the Virginia Commission for the Arts and the National Endowment for the Arts is to provide citizens with an accurate picture of the broad range of arts activities supported by their tax dollars. The logo of the Virginia Commission for the Arts and a funding credit are available to all grantees of the Commission and are printed in camera-ready form on coated stock. The logo and funding credit may also be downloaded from the Commission web site (www.arts.virginia.gov). This acknowledgment should be included in programs, print and online newsletters, educational materials, brochures, news releases, web sites, catalogues, and videos.

Amount of Assistance

The total of all Commission grants to any established arts organization in one year will be no more than 30 percent of that organization's income for the previous year. Most grantees receive much less than 30 percent of their income in Commission grants.

Refer to each grant category for maximum grant amounts and matching requirements.

Low priority will be given to organizations that do not show strong efforts to seek multiple funding resources. Applicants are expected to charge a reasonable fee when appropriate rather than offer free events.

Support for an organization or project does not imply future Commission support. Application must be made each year and will be considered in relation to applications submitted by all other organizations. All Commission grants are subject to funds available.

Grant Contract

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. A signed application form is the applicant's agreement to do what is described in the application and to comply with the Grant Conditions, a copy of which is attached to each application form. Applicants must attach a signed copy of the Certification of Assurances to the application and keep a copy on file.

When the Commission awards a grant, a letter is sent to the applicant with the payment schedule for that grant. Major changes in activities, personnel, or budget must be approved in advance by the Commission.

Reporting Requirements

The Commission requires a final report on each grant within 30 days of the end of the grant period, or no later than June 15 for activities taking place in June. Final report forms, if required, are mailed with grant award letters.

Each grantee must maintain accurate financial records for any activity supported by Commission funds. The Commission or its authorized representative shall have access to these records.

The Commission requires General Operating support grantees that have income of over \$300,000 for at least two consecutive years to submit an opinioned, independent audit of their financial records every year.

Lobbying

No part of a Virginia Commission for the Arts grant shall be used for any activity intended to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Ineligible Activities

The Virginia Commission for the Arts does not fund:

- activities restricted to an organization’s membership;
- costs of parties, receptions, fund-raising benefits, etc.;
- activities that are primarily religious in purpose;
- college or university-based projects that are part of a required course or curriculum, that do not involve and serve a significant non-student population, or that are for activities that are otherwise available in the community;
- general operating support for historic celebrations or community promotional activities.



ANDES MANTA, SHANANDOAH VALLEY MUSIC FESTIVAL

Building Our Cultural

Infrastructure



GARTH NEWEL QUARTET

GENERAL OPERATING SUPPORT FOR ARTS ORGANIZATIONS

(See General Policies, page 6)

Purpose

To assist organizations of artistic merit in fulfilling their missions by providing funds to maintain their stability and encourage their advancement.

Description

These grants provide general operating support to Virginia arts organizations to continue, strengthen, and expand their programs.

Eligible Applicants

- Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions and their private companion foundations), that have an independent governing board, and that meet the Basic Eligibility criteria on page 6, and that are exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code.
- Organizations must be incorporated for at least a year before applying for General Operating Support and must have completed a season of programs.
- A Virginia arts organization is defined as one whose primary purpose is the arts, that is incorporated in the state, and that has its headquarters and home season, or activities equivalent to a home season for non-producing organizations, in the state.
- Priority in this funding program will be given to organizations that pay artists. Avocational organizations may be funded in this program if they provide specific services or programs that would otherwise not be available in that particular geographic area. Avocational organizations are welcome to apply in the other grant programs of the Commission.
- In order to be eligible for General Operating Support a festival should be a separately incorporated Virginia organization with a year round administrative staff and a year round presence in the community, have as its primary purpose the arts, spend the majority of its budget on arts activities, last longer than three consecutive days, hire professional artists, and include education and outreach programs as part of the festival. Other festivals are welcome to apply for Project Grants, Touring Assistance, and Writers in Virginia grants.
- Organizations that exist primarily to provide arts education should meet the following criteria. The instructors should be professionals or former professionals in their fields. Classes should be aimed at acquiring skills at ever-increasing levels of difficulty. Classes should be focused on development of skills rather than being primarily rehearsals for a performance. The organization should have a diversified funding base, beyond tuition and ticket sales for public performances, that shows wide spread community support. Scholarships should be available for low income students. There should be an active effort to recruit students from all segments of the community. In addition to instruction, there should be regular opportunities for students to perform or exhibit for the public.
- Vocal ensembles that perform primarily pop, Broadway, or barbershop music are not eligible for General Operating Support but are eligible to apply for Project Grants for new initiatives or for Technical Assistance.
- Applicants for General Operating Support are expected to present at least three different programs or services for the public each year.
- Applicants that are serving racially, ethnically, and/or culturally diverse communities are expected to actively seek racial, ethnic, and/or cultural diversity in their artists, audiences, boards, and staff. Applications for funding should fully describe all efforts to create this diversity.
- Applicants that are at least three years old must have a previous year's income of at least \$10,000 in cash. Organizations with smaller budgets may be eligible to apply for Project Grants or Technical Assistance.
- Applicants are expected to earn as much income from ticket sales/admission fees as possible, while seeking contributions from individuals, corporations, foundations, and government, as well as income from special fund-raising activities. This philosophy recognizes that government resources are limited while demands for services are high and that the arts are healthier when open to diverse influences and not financially dependent on any single source of support.

Eligible Activities

- General operating expenses
- Special projects
- Construction or renovation costs
- Reserve funds

Deadlines

The Commission awards all General Operating Support Grants for a one year period. Organizations must apply no later than March 1, 2006, for expenses occurring between July 1, 2006, and June 30, 2007, and no later than March 1, 2007, for expenses occurring between July 1, 2007, and June 30, 2008. The Commission uses staggered, multi-year review for the General Operating Support grants. While each grantee is required to submit an application annually, those organizations that are determined to meet all of the criteria are required to submit the full application, including all material necessary for panel review, every other year. In the other years the application requirements are simpler. Any organization applying to the Commission for the first time in this category must submit a full application by the March 1 application deadline. Organizations that have been funded by the Commission in the General Operating Support category in past years will be notified by the Commission in early January what information will be required for the upcoming application deadline of March 1. If the grant is awarded, the organization must submit a year end report no later than June 15th of each year in order to receive the second payment for the grant.

If an organization undergoes a substantive change in its mission, its artistic leadership, or its management during the grant period, the Commission must be notified. If in the opinion of the Commission such changes alter the purpose for which the grant was awarded, the Commission may require the organization to submit justification for continuing to receive the grant funds.

Amount of Assistance

Organizations approved for funding will receive no more than 10% of their previous year's cash income, less Commission support, money paid to the organization for out-of-state trips or tours by the people taking the trips or tours, and money raised for capital purposes in the previous year. Most organizations will receive less than the maximum, and no organization is guaranteed a specific funding amount. Minimum grant awards will be \$500 per year; maximum grant awards will be \$150,000 per year.

Criteria for Evaluating Applications

- Artistic excellence
- Effective management
- Service to the community

The first and most important standard of review is artistic excellence, based on the stated artistic mission of the organization. The Commission supports organizations with a wide variety of artistic programs, including both the preservation of an artistic heritage and the presentation of new works and new artists.

Management effectiveness is measured by appropriate organizational structure, evidence of planning, and fiscal responsibility.

Service to the community includes activities in addition to public performances, exhibitions, or other formal presentations of the art. Service to the community is evaluated by a clear explanation of the people to be served, of why the organization provides this service, and of how the service fits into the overall mission of the organization.

In evaluating the applications the Commission will take into account whether the requested grant will result in significant programs for the community that could not be provided within the applicant's existing financial resources. The Commission will also evaluate the general merits of each application relative to others being considered.

NOTE: The Commission requires General Operating Support grantees that have income of over \$300,000 for at least two consecutive years to submit an opinioned, independent audit of their financial records every year.

Application/Review/Payment Procedure

1. Applicants submit the information requested by the Commission each year. The Commission staff is available for consultation on applications and to review drafts of applications before the application deadline. If assistance is needed, contact the Commission office at least four weeks before the deadline. Organizations planning to apply to the Commission should put the panelists and Commissioners on their mailing lists.
2. Applicants submit completed application forms by the deadline (not a postmark deadline). **NO EXCEPTIONS.** The Commission will not accept any application materials via facsimile transmission or other electronic means (e.g. e-mail).
3. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation.
4. Copies of the applications are sent to the members of the appropriate advisory panels.
5. The panelists independently review each application prior to the panel meeting.
6. Each advisory panel meets with the Director and Program Coordinator. Commissioners attend each panel meeting as observers. Applicant representatives may attend panel meetings as observers but may not make a presentation to the panel. The panels make their recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and panel meetings, are available from the Commission office and on the Commission website.
7. Following the panel meetings, the Commission staff makes a recommendation on each application.
8. The board of the Commission then reviews the recommendations of the panels and staff and takes final action on the applications.
9. Applicants are notified of Commission action by mail. The appeals process for applications not awarded funds is described on page 33.
10. The Commission will pay 85 percent of each year's grant amount at the beginning of the state's fiscal year. The final 15 percent will be paid within 30 days after the Commission receives the final report on the grant. Final reports must be submitted after the completion of all funded activities and before June 15th.

GENERAL OPERATING SUPPORT FOR MAJOR ARTS INSTITUTIONS

Organizations that meet the standards described below will be reviewed by a statewide, multidisciplinary panel in alternating years. These organizations will follow the same guidelines and application procedures as other applicants for General Operating Support.

- Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions, as well as their private companion foundations), that are not a division of a larger organization, that have an independent governing board, that are incorporated in Virginia, that meet the Basic Eligibility Criteria on page 6, and that are exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code.
- Organizations that have their headquarters and home season in the state.
- Organizations that have the purpose of producing or presenting the performing arts must pay the performers. Organizations that have the purpose of presenting the visual arts must have professional curators who select the work to be shown. These organizations may not charge fees to artists for the exhibition of their work.
- Organizations that have full time administrative staff.
- Organizations that have boards of directors with the authority and skills to guide the organization.
- Organizations that have been reviewed and approved for full funding in operating support from the Commission for at least four years prior to being considered by the Commission to be a major arts institution.
- Organizations that have previous year's cash income of at least \$1,000,000. Substantial income for non-arts activities, such as facility rental income, is not included in the income minimum.
- Organizations that have substantial education/outreach programs.
- Organizations that have opinioned, independent audits of their financial records each year.

GENERAL OPERATING SUPPORT FOR LOCAL ARTS AGENCIES

(See General Policies, page 6)

Purpose

To support the work of local arts agencies in serving artists and arts organizations and in integrating the arts more fully into their communities

Description

These grants provide operating support to established Virginia local arts agencies to continue, strengthen, and expand their programs.

Eligible Applicants

Arts councils, commissions, or other entities whose principal purpose is to provide planning, support, services, and development for arts organizations and artists in a community. Applicants must:

- be not-for-profit and exempt from federal income tax under Section 501(c)3 of the Internal Revenue code
- be incorporated in the Commonwealth of Virginia, have its headquarters in Virginia, and conduct the majority of its activities in Virginia
- comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance
- comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which state that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Eligible Activities

- general operating expenses
- special projects that benefit the artists and arts organizations in their communities
- planning and research studies
- arts events for the public and for schools

Deadlines

March 1, 2006, and March 1, 2007

Amount of Assistance

Applicants approved for funding will receive no more than 10% of their previous year’s cash income, less Commission support, money paid to the organization for out-of-state trips or tours by the people taking the trips or tours, money raised for capital purposes in the previous year, and money that is granted to local artists and arts organizations. Most organizations will receive less than the maximum, and no organization is guaranteed a specific funding amount. Minimum grant awards will be \$500 per year; maximum grant awards will be \$150,000 per year.

Criteria for Evaluating Applications:

- Effective organizational structure and administrative capability
- Quality of organizational planning
- Evidence of community-wide planning for growth of the arts
- Quality of partnerships and collaborations with local arts and civic organizations
- Quality of partnerships and collaborations with schools

- Quality of partnerships and collaborations with artists
- Promotion of diverse arts and culture
- Evidence of outreach to underserved populations
- Effective communications with artists and arts organizations and the community at large
- Quality of current and planned services to the community
- Evidence of a diversified funding base
- Financial need for Commission funding

Applications will be reviewed by a statewide, multi-disciplinary advisory panel.

TECHNICAL ASSISTANCE GRANTS

(See General Policies, page 6)

Purpose

To assist arts organizations in improving their artistic quality, community service, or management.

Description

These grants are designed to provide outside help for organizations on particular problems. The Commission staff will help organizations find the appropriate consultants or workshops for their needs, if requested.

Eligible Applicants

Virginia organizations whose primary purpose is the arts (excluding units of government, and educational institutions) and that meet the Basic Eligibility criteria on page 6.



ARTIST RESIDENCY PROGRAM IN MARTINSVILLE PUBLIC SCHOOLS ORGANIZED BY PIEDMONT ARTS ASSOCIATION

The organizations must be incorporated in the state and have their headquarters and home seasons, or activities equivalent to a home season for non-producing organizations, in the state.

Eligible Activities

- Short term consultations on particular artistic or organizational problems, with the staff of the applicant organization carrying out the resulting plan of action.
- Sending administrators, board members, and other authorized representatives to conferences or seminars which will increase job effectiveness.

Deadline

Applications are accepted throughout the year, at least four weeks before the proposed activity occurring between July 1, 2006, and June 30, 2008.

Amount of Assistance

Up to \$1,000 each (non-matching), total not to exceed \$2,000 per year. Grants are awarded from available funds on a first-come, first-served basis.

These limits may be waived for organizations providing a technical assistance activity for several organizations in one geographic area or for a statewide group of organizations working in the same art form.

Criteria for Evaluating Applications

- Need by applicant organization for the proposed activity
- Financial need of the organization for the requested grant

Application/Review/Payment Procedure

1. Applicants submit application forms at least four weeks before the proposed activity. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Commission staff reviews proposals. Notice to applicants of decisions is generally prompt.
3. After receiving confirmation of a grant, the grantee may proceed with the activity. Upon receipt of the final report, the Commission will authorize payment to the grantee.

TECHNOLOGY ENHANCEMENT GRANTS

Purpose

To build the administrative capacity of Virginia arts organizations through grants for the purchase of technology appropriate to the needs of each organization.

Description

The Commission will award grants of up to \$2,500 to arts organizations for the purchase of technology hardware and software or training in the uses of technology. These organizations will be expected to provide a technology plan, as defined in the application instructions, as part of the application. These grants are intended to help organizations strengthen their administrative and artistic structures in order to provide better services for the public.

Eligible Applicants

Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions) and that meet the Basic Eligibility criteria on page 6.

The organizations must be incorporated in the state, have their headquarters and home seasons, or activities equivalent to a home season for non-producing organizations, in the state, and be exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code.

Eligible Activities

- Purchase of digital hardware, such as computers, monitors, printers, modems, scanners, video and graphic cards, digital cameras, and video editing equipment.
- Software for digital equipment
- Training in the use of digital equipment

Note: The following items are not eligible expenses under this grant category - taxes, special shipping, carrying cases, or consumables, such a paper, discs, tapes, or cartridges.

Deadlines

Applications are accepted throughout the year and will be approved at three of the four quarterly Commission meetings. Allow at least four months for the review and approval process.

Amount of Assistance

Up to \$2,500, non-matching. An organization may receive only one Technology Enhancement Grant between July 1, 2006, and June 30, 2008.

Criteria for Evaluating Applications

- Quality of the applicants technology planning and needs assessment
- Degree to which the proposed equipment/software/training addresses the stated needs of the applicant
- Potential impact of the equipment/software/training on the ability of the organization to serve the public
- Cost effectiveness of the proposal

Application Review Procedure

1. Applications are accepted throughout the year. Applicants should allow four months for review of the proposals.
2. The Technology Enhancement advisory panel will make recommendations on the pending applications three times a year.
3. The board of the Commission reviews the recommendations of the advisory panel and takes final action on the applications at the fall, winter, and spring meetings of the Commission. Applicants may contact the Commission staff to learn the dates of the quarterly meetings.

LOCAL GOVERNMENT CHALLENGE GRANTS

Purpose

To encourage local governments to support the arts.

Description

The Commission will match, up to \$5,000, subject to funds available, tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

Eligible Applicants

Independent city, town, or county governments in Virginia.

Eligible Activities

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

Deadlines

April 3, 2006, for local government grants awarded in 2006-2007

April 2, 2007, for local government grants awarded in 2007-2008

NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.

Amount of Assistance

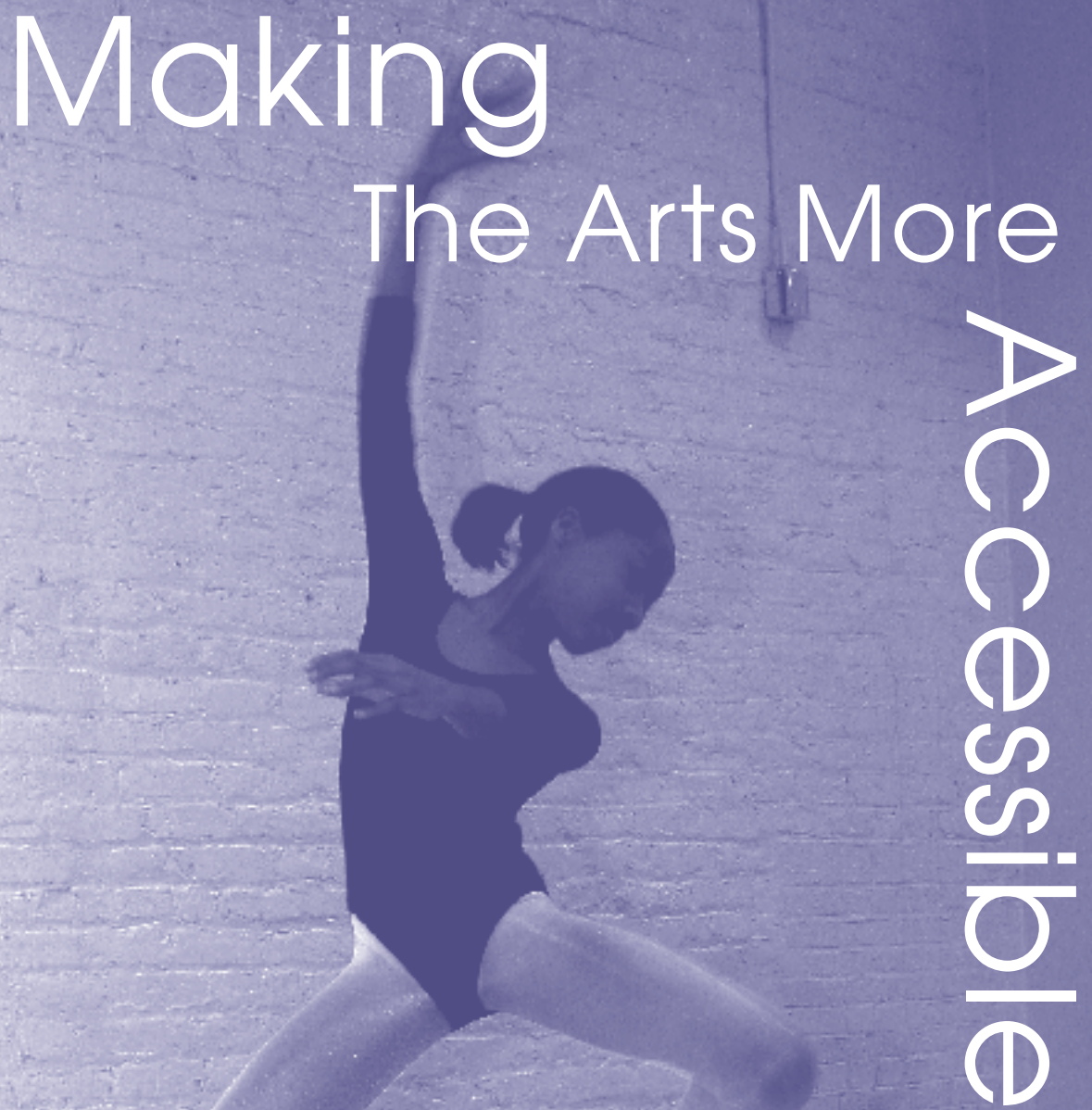
Up to \$5,000, subject to funds available. Local government match must be from local government funds; federal funds may not be included.

Criteria for Evaluating Applications

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Responsiveness to community needs
- Evidence of local government support of the arts

Application/Review/Payment Procedure

1. Local governments submit complete application forms by the deadline (not a postmark deadline). The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The board of the Commission reviews the staff recommendations and takes final action on the applications.
5. After confirmation of the grant award, each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds. The Commission will pay the grant in full after receiving this confirmation.

A photograph of a dancer in a black leotard performing a pose against a brick wall. The dancer is in a dynamic, low-to-the-ground position with one leg extended forward and the other bent, arms reaching upwards. The image is overlaid with a semi-transparent blue filter. The title text is overlaid on the image: 'Making' and 'The Arts More' are in a large, white, sans-serif font at the top left, and 'Accessible' is written vertically in the same font on the right side.

Making The Arts More Accessible

DANCE THEATRE OF LYNCHBURG

PROJECT GRANTS

(See General Policies, page 6)

Purpose

To increase access to high quality arts for all Virginians; to increase opportunities for artists to create and present their work; and to expand arts education opportunities for young people.

Description

This grant program supports a wide variety of arts activities and is open to any not-for-profit organization presenting the arts. It is one of the Commission's most competitive grant programs. Generally, the Commission will not support the same project for more than three years. The Commission will favor applications for the creation and/or production of new works by Virginia artists.

Eligible Applicants

Virginia not-for-profit organizations, units of government, or educational institutions that meet the Basic Eligibility criteria on page 6. Each department of a college or university is considered to be a separate applicant. Organizations receiving General Operating Support will not be eligible for Project Grant funding in 2006-2007. Applicants should check with the Commission office before the March 1, 2007, application deadline to find out if organizations will be eligible for both General Operating Support and Project Grant funding in 2007-2008.

Eligible Activities

- Commissions of new works of art
- Performances, exhibitions, film or video screenings, readings, and publication of literature
- Operating support for new and emerging arts organizations (organizations whose primary purpose is the arts, that are three years old or less, and that had a previous year's income of less than \$50,000)
- Artist residencies
- Workshops, seminars, classes
- Guest artists
- Educational programs of arts organizations
- Classes or other training in all disciplines of the arts
- Summer arts camps
- Scholarships for young people for arts instruction
- Arts festivals
- Architectural feasibility studies
- Surveys and planning
- Conferences
- Information and advisory services to artists and arts organizations
- Space and equipment for artists
- Touring events from out of state
- Transportation for school children, older adults, and other special groups to attend arts events

NOTE: General operating support or annual budgets for established organizations are not considered projects and are ineligible.

NOTE: Applications from colleges/universities should be for activities not otherwise available in the community.

NOTE: Commission grants to any established arts organization in one year will total no more than 30 percent of that organization's income for the previous year. Most grantees receive much less than 30 percent of their income in Commission grants.

Deadlines

March 1, 2006, for projects taking place between July 1, 2006, and June 30, 2007

March 1, 2007, for projects taking place between July 1, 2007, and June 30, 2008

Amount of Assistance

Generally, the grant amounts will be between \$1,000 and \$10,000. Applicants may submit more than one application for a combined total of no more than \$10,000. The Virginia Commission for the Arts will rarely grant more than 50% of the cash costs of any project. Organizations receiving General Operating Support from the Commission should not include overhead costs in the project budget.

Criteria for Evaluating Applications

- Artistic quality of the proposed project
- Effective management of the applicant organization
- Extent to which the proposed project meets the needs of the community and/or state
- Financial need of the applicant for the requested grant
- Cost effectiveness of the proposed project

Fiscal Agents

A not-for-profit, tax-exempt Virginia organization or government unit may act as fiscal agent for a Project Grant request by an individual or organization that is not tax-exempt or not incorporated in Virginia. The fiscal agent must sign the application and, if a grant is received, is legally responsible for the completion of the project and for the proper management of the grant funds. The Commission requires that a fiscal agent have a written agreement with the individual or organization that will actually administer the project, to avoid misunderstandings. The Commission requires a signed copy of the written agreement between the two parties as part of the application.

Application Review/Payment Procedure

Applications will be reviewed by the area advisory panels and approved by the board of the Commission, following the same review and payment procedures as the General Operating Support applications. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).



ARTIST RESIDENCY PROGRAM IN MARTINSVILLE PUBLIC SCHOOLS ORGANIZED BY PIEDMONT ARTS ASSOCIATION

TOURING ASSISTANCE

(See General Policies, page 6)

Purpose

To increase opportunities for Virginians to experience high-quality performing arts events.

Description

This grant program supports touring by Virginia performing artists and ensembles within the state. The touring activities are restricted to those listed in the Commission's annual Tour Directory. Any not-for-profit organization meeting the Basic Eligibility criteria on page 6 can apply to receive a touring assistance grant to support these activities. Grants are made to the presenter, not to the touring artist(s). Touring artists apply to be listed in the Tour Directory with a set dollar amount reserved to support their touring as outlined below.

FOR PERFORMING ARTISTS

Eligible Applicants

Virginia performing artists and performing arts ensembles. Individual students or organizations whose members are primarily PK-12 or undergraduate college students are not eligible for inclusion in the Tour Directory.

Eligible Activities

Programs listed in the Tour Directory which take place outside of the home area of the touring artist(s).

Deadline for Artists

April 3, 2006, for the touring season of July 1, 2007, to June 30, 2008

Criteria for Evaluating Applications

- Artistic excellence
- Effective management
- Availability of similar touring programs in the state
- Cost-effectiveness of the proposed tour
- Evidence of presenter interest in the proposed tour
- Impact of the proposed tour on the career of the touring artist or organization

NOTE: If the Commission allocates less than \$25,000 for any artist or ensemble for the 2007-2008 tour, that artist/ensemble is eligible to compete for unused touring funds after December 1, 2007, up to a total allocation for the year of \$25,000. If the Commission allocates \$25,000 or more for any artist's/ensemble's 2007-2008 tour, that artist/ensemble will not be eligible to compete for unused touring funds after December 1. (See "Application Procedure" for more explanation.)

Application/Review Procedure

1. The artist/ensemble should submit a complete application to the Commission by the deadline. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Touring Program advisory panel will consider the proposals and make recommendations to the Commission. The Commission will approve artists/ensembles for touring support and reserve a block of funds for each. Decisions will be announced in June, 2006.

3. The funding reserved by the Commission for each touring artist/ensemble will be held for potential presenters from March 15, 2007, until December 1, 2007.
4. In the fall of 2006, the Commission will distribute the 2007-2008 Tour Directory with information about artists and ensembles eligible for touring support and descriptions of their touring programs.
5. The Commission will begin accepting touring assistance applications from presenters on March 15, 2007. Applications submitted before that date will be returned.
6. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts. Applications must be received by the Commission at least four weeks prior to the event and no later than December 3.
7. The Virginia Commission for the Arts awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist's/ensemble's allocation. Grant award letters are generally mailed two weeks after receipt of each presenter's application by the Commission.
8. If an artist/ensemble listed in the 2007-2008 Tour Directory has booked a tour and used all of its original allocation prior to December 3, 2007, it may book additional performances and encourage the presenters to apply to the Commission's "wait list" on a first-come first-served basis for funds which have gone unused by other artists/ensembles. It is the responsibility of the artist/ensemble to explain that there is no guarantee of funding in this situation.
9. After December 3, 2007, the Commission will pool any uncommitted touring funds and award them to presenters on the "wait list" or other presenters which apply to support activities of eligible artists/ensembles.

NOTE: Artists/Ensembles which are awarded an allotment of \$25,000 or greater may not receive any additional support under the procedure in #8 and #9.

10. No applications for funding will be accepted after December 3.



PHOTOGRAPHY BY PAIGE STEVENS BUCHBINDER
LATIN BALLET THEATER

FOR PRESENTERS

Eligible Applicants

Virginia not-for-profit organizations, units of local government, or educational institutions that meet the Basic Eligibility criteria on page 6.

Deadline

Presenters should send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Commission at least four weeks prior to the event, and before December 3.

Amount of Assistance

The Commission will fund up to 50 percent of the fee for any touring program listed in the Virginia Commission for the Arts Tour Directory, subject to the overall limit for each touring artist/ensemble. Grant amounts are a minimum of \$100.

Application/Review/Payment Procedure for Presenters

1. In the fall the Virginia Commission for the Arts distributes its Tour Directory, listing basic information about the artists and ensembles eligible for tour support and descriptions of the touring program for the following July 1 - June 30 fiscal year.
2. Touring artists/ensembles and presenters begin scheduling and signing contracts. All negotiations regarding type and schedule of activities, fees, technical needs and promotional efforts are the responsibility of each touring artist/ensemble and its presenters, and the resulting arrangements should be included in the contract.

The Commission's share, however, will not exceed 50 percent of the contracted fee. Fees and all local costs are the responsibility of the presenters. A presenter's total costs will depend on the touring artist's/ensemble's fee, facility costs, promotion costs, and other local factors.

Each contract must contain language referring to the requested amount of presenter touring assistance.
3. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts at least four weeks before an event and before December 3. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
4. The Commission awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist's/ensemble's allocation. Presenters should not consider touring grants automatic but should wait for confirmation. Grant award letters are generally mailed two weeks after receipt of each contract by the Commission.
5. For grant awards of over \$150 the Commission will send 85 percent of the grant to the presenter before the scheduled touring program. The Commission will pay the final 15 percent of the grant after receiving the final report. For grants of \$100 to \$149 payment will be made after the Commission has received the final report.
6. Presenters submit final reports to the Virginia Commission for the Arts within 30 days after each event.
7. If any presenter receiving subsidy for one of these touring artists/ensembles has actual income in excess of expenses, the presenter must use these additional funds for other arts activities, and the Commission must approve the use of any of these excess funds up to the amount of the grant.

WRITERS IN VIRGINIA

(See General Policies, page 6)

Purpose

To stimulate and support literary readings and workshops throughout the state by Virginia poets and fiction writers.

Description

This grant program provides subsidy for readings and workshops by Virginia writers in a wide variety of settings.

Eligible Applicants

Virginia not-for-profit organizations, units of government, or educational institutions that meet the Basic Eligibility criteria on page 6. Writers interested in being listed in the Writers in Virginia Directory should contact the Commission office.

Eligible Activities

Readings or workshops by poets and fiction writers listed in the Writers in Virginia Directory available from the Commission office or on the Commission website.

NOTE: There is a limit of five grants per year for subsidies of readings or workshops by any one writer under this program. Sponsors may also apply for subsidy of readings or workshops by other writers that meet the criteria for inclusion in the Directory and that have been approved by the Commission review committee. The criteria are based on publication: a published book of fiction or poetry or three published short stories or six published poems. Self publication or school publications, “vanity” press, newspapers, and newsletters and membership magazines are excluded. To be eligible, a writer must either live in Virginia currently or have a significant Virginia connection.

Deadline

Applications are accepted throughout the year, at least four weeks before the reading or workshop occurring between July 1, 2006, and June 30, 2008.

Amount of Assistance

Up to 50 percent of the writer’s fee, with a maximum of \$250. Sponsors may receive a total of \$500 in any year. Grants are awarded on a first-come, first-served basis until all funds are committed.

Application/Review/Payment Procedure

1. After a literary event has been arranged with the time, place, and writer’s fee set, the sponsoring organization submits a complete application to the Virginia Commission for the Arts at least four weeks before the proposed reading or workshop. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Commission staff reviews each application for eligibility and completeness. The organization will be notified within two weeks if a grant is awarded.
3. Payment on the grant will be made after the event has taken place and the sponsor submits a final report to the Virginia Commission for the Arts.

Investing In

Creativity

FAÇADE, CHESAPEAKE ENERGY CENTER, 2005
JANOS ENYEDI - FELLOWSHIP RECIPIENT 2004
FURNACE ROAD STUDIO

ARTIST FELLOWSHIPS

Purpose

To recognize the creative excellence of individual Virginia artists and to support their pursuit of artistic excellence

Description

A limited number of fellowships are available to professional creative artists living in Virginia. Funding in this category is highly competitive. In past years approximately 10% of the applicants have received funding. Specific arts disciplines will be eligible for support each year on a rotating basis, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

Eligible Applicants

Artists who are legal residents of Virginia at the application deadline and who plan to remain in the state for the coming year. A legal resident has a valid Virginia driver's license and/or pays income tax in Virginia and/or is a registered Virginia voter. Applicants must be at least 18 years of age. An individual may apply in only one category per year and may receive only one fellowship from the Commission within any four year period.

Deadlines

August 1, 2006, for applications in artistic disciplines that will be announced in June of 2006, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

August 1, 2007, for applications in artistic disciplines that will be announced in June of 2007, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

Amount of Assistance

\$5,000. Artists are not required to provide matching funds.

Criteria for Evaluating Applications

- Quality of the applicant's work as demonstrated by the work samples submitted
- The applicant's record of professional arts activity and achievement as reflected in the resume
- Potential for the fellowship resulting in significant development in the career of the applicant

Application Review/Payment Procedure:

1. Artists submit complete application forms by the deadline (not a postmark deadline). The Commission does not accept application materials via facsimile transmission or other electronic means, such as e-mail.
2. Applications are reviewed by an advisory panel of professionals in the appropriate discipline. The panels make their recommendations after group discussion.
3. The board of the Commission makes the final decision on all applications.
4. Artists approved for fellowships receive the full amount in one payment. Artists are responsible for paying all required taxes on this funding. Artists are required to send a brief narrative report on their professional activities during the fellowship period at the end of a year.

A young boy with a joyful expression is holding up a large, abstract painting of a face. The painting features bold, expressive brushstrokes in shades of blue, green, and yellow, with a central face that has large, dark eyes and a simple, curved mouth. The boy is wearing a light-colored shirt and is positioned in front of a wooden structure, possibly a door or a wall. The overall image has a warm, artistic feel.

Strengthening Arts Education

PHOTOGRAPHY BY SALLY KEMP
THE VISUAL ARTS CENTER OF RICHMOND

ARTISTS IN EDUCATION RESIDENCY GRANTS (PK-12)

(See General Policies, page 6)

Purpose

To place professional artists of various artistic disciplines in residencies for elementary and secondary students and their teachers. Residencies must be designed to reinforce the arts instruction provided by the school/school division.

Description

This program provides elementary and secondary students, teachers, and the community at large opportunities to work with professional artists. The residencies enhance arts instruction in the school curriculum and highlight the importance of the arts as essential components of a complete education and a valued part of community life.

Each residency must include workshops for a core group of students, at least one formal teacher workshop conducted by the artist, and community performances/exhibitions and activities/workshops. Residencies of ten days or more must also include studio time for the artists. If any residency activities take place outside of the regular school day, transportation should be available so that all students can participate.

Eligible Applicants

Virginia elementary and secondary schools which meet the Basic Eligibility criteria on page 6 are eligible to apply for funding through this program. Private, federally tax-exempt schools that are in compliance with the Civil Rights Act and the Rehabilitation Act may also submit applications. School divisions may also apply on behalf of several schools; however, they must comply with all Commission requirements regarding the minimum length of each residency, residency components, on-site coordinator, etc. Tax-exempt arts, service, and civic organizations may work in partnership with the local school(s) in planning and implementing the residency program. Grant funds may not be used for teachers presently working within the school/school division or the organization/institution.

Required Components

Residencies must be a minimum of three full school days.

All Commission-funded artist residency programs must include the following components at each participating school or site:

- Core Group Workshops - a small group of interested students who work with the artist each day of the residency to receive intensive training
- General Workshops - larger student groups, school-wide lecture/demonstrations, presentations, performances
- Teacher Workshop - at least one formal workshop conducted by the artist(s) for faculty and staff either before, during, or following the residency
- Studio Time - For residencies of ten days or more, each artist must be provided with on-site studio space and time - up to 50 percent of the total time - at each school/site for personal work during the residency

Optional Components

- Public Activity - a community workshop, performance, exhibition which is open to the general public may be included as part of the residency.

NOTE: If a residency program is sponsored by a school division or an organization on behalf of several individual schools, all required components must be in place at each participating school. Applications submitted by a school division on behalf of several schools must designate a local on-site coordinator for each school, include all required components at each school, develop a residency schedule for each school which places the artist(s) in each school for the minimum number of three full school days, involve representatives from each participating school in the planning and evaluation processes, and evaluate each school's residency.

Criteria for Evaluating Applications

- Clarity of the program description
- Residency planning and evaluation
- Integration of residency components with existing arts curricula
- Cost effectiveness of the proposed residency.
- Administrative ability of the local on-site coordinator(s)

Applicants must describe each required component and how the components will work together; and the selection process for students. A sample schedule of components for the artist(s) should be included; how/why the artistic discipline (medium) was selected; how the residency will reinforce the scope and sequence of the curriculum-based arts instruction provided by the school; and how it will expand upon previous residencies, if any.

Applicants must describe the planning process, list the members of the planning team/committee, discuss the artist's involvement in the planning process, describe the residency program evaluation and student assessment processes and the impact of previous residencies.

Applicants must clearly describe the curriculum-based, sequentially-organized arts instruction currently provided by an arts specialist employed by the school or school division and how the proposed residency and its components will reinforce the scope and sequence of the existing arts instruction, as well as how the residency will promote the arts as essential for a complete education.

Applicants must provide a residency budget which includes salary for the artist(s), travel expenses for the artist(s), consumable supplies for the residency workshops, one on-site pre-residency artist-sponsor planning day, and expenses for eligible program documentation. The financial commitment of the school or school division and financial need will also be considered.

Applicants must provide a professional resume for each school's local on-site coordinator and any other administrator responsible for residency planning, implementation or evaluation.

Amount of Assistance

Generally, the Commission will award no more than 50 percent of the total cash cost of the residency program. First-time applicants, however, may request up to two-thirds (2/3) of the total eligible cash cost of the residency. In-kind (non-cash) contributions are not allowable as part of a match for this program. Only the following residency expenses are eligible for funding

- Salary for the resident artist(s)
- Consumable materials for the artist's workshops
- Consumable materials for the workshop participants
- Travel (standard rate per mile) for the residency artist(s)
- Program documentation (audio or video tapes, slides)
- Honorarium and travel expenses for the artist(s) for one on-site pre-residency planning day (to take place during the fiscal year of the grant award and prior to the residency)

The Arts Education Handbook, available from the Commission office and on the Commission website, provides recommended salary levels and other information concerning the budget. Funds from other Commission programs may not be used to match any portion of residency income.

Generally the Commission will not fund the same type of residency and/or the same artist(s) in the same school or school division for more than three years. Applications which involve the same discipline in the same school division with many of the same artists must include an explanation as to how this program differs substantially from past programs and why the same discipline or artist was selected.

General Requirements

- Residency sponsors should read the Commission's Arts Education Handbook, available from the Commission office or on the Commission website, prior to applying to the Commission for funds.

- Changes in the residency program, artistic or administrative personnel, budget, scheduling, location, etc. must be approved before the residency begins by the Commission. Requests for approval must be in writing and must include all necessary information for a proper evaluation of the request.
- All residencies require contracts between sponsors and artists. The contract must detail all requirements and expectations of the residency sponsor, payments, purchase of supplies, ownership of works created during the residency, scheduling, etc. A sample contract is included in the Arts Education Handbook.
- All Commission grantees are required to acknowledge the support of the Commission and the National Endowment for the Arts in all press releases, brochures, interviews, publications, web sites, and other materials or publicity for Commission-funded projects/residencies.

Application/Review/Payment Procedure

1. Complete applications must be received by the Commission on or before the published deadline (not a postmark deadline). The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. All Artist Residency Program applications are reviewed by the Commission’s statewide Arts in Education Advisory Panel. Panelists are appointed by the Commission from a list of artists, administrators, educators, arts administrators, and community members nominated from all areas of Virginia.
3. The Arts in Education Advisory Panel makes funding recommendations; the Commission makes all final funding decisions.
4. The Commission will pay a portion of each grant at the beginning of September. The final payment will be made after the Commission receives and approves the final report. Final reports must be submitted within 30 days following the completion of the residency and before June 15.

Sponsor Deadline

April 3, 2006, for residencies occurring between July 1, 2006, and June 30, 2007
 April 2, 2007, for residencies occurring between July 1, 2007, and June 30, 2008

ARTIST ROSTER

The Commission maintains a roster of artists interested in doing school and community residencies. These artists are screened on the basis of artistic quality, professional experience in their fields, and quality of their plans for residency activities. The Roster includes the artistic disciplines of architecture/design, computer art, crafts, dance, film/video, folk arts, graphic art, music (performance and composition), poetry/creative writing, theatre, and the visual arts. Inclusion on the Artist Roster does not guarantee participation in a residency.

Application Procedure

Artists selected for the Roster should expect to be interviewed by residency sponsors and must be prepared to work with applicant schools, school divisions, and eligible arts organizations in planning and preparing residency program (sponsor) applications for submission to Commission.

Residencies may be from 3 full days to an entire school year. The Commission does not set daily rates for artists; however, the agency suggests a payment of at least \$125 per day. Fees are negotiated directly with residency sponsors. All residencies include core group workshops, at least one formal teacher workshop, and performances, exhibitions, or workshops for the full student body or for the public. The Commission will not serve as a booking agent for the artist. Artists included on the Roster are expected to be available during the school year but are not required to accept a position if offered.

Artists who have been on the Roster for four years may send an updated resume and a letter to the Commission, stating their interest in continuing to be on the Roster. If an artist does not demonstrate a record of substantial public performances, publications or exhibitions of work or if there are concerns about the individual’s work in the schools, that artist will be notified and he/she will be required to submit a full application for the Roster to be reviewed by the panel and Commission.

Eligible Applicants

Applicant artists may be Virginia-based or may reside out-of-state.

Review Process

Applications and supporting materials will be reviewed three times a year by the Commission’s Artist Roster panel made up of representatives of the literary arts, performing arts and visual arts. The panel is comprised of individual artists, arts educators, members of the Commission’s Arts in Education Advisory Panel and arts administrators familiar with the Commission’s residency program. The panel reviews each artist’s professional expertise, credentials, and quality of work; the residency description; demonstrated ability and desire to work with elementary and secondary students and their teachers; and prior residency experience. The board of the Commission makes the final decisions on artists to be included in the Roster.

Deadline

Applications are accepted throughout the year. The board of the Commission will approve additions to the Arts in Education Artist Roster three times a year.



PHOTOGRAPHY BY SUZANNE GRANDIS
THE RICHMOND BALLET

TEACHER INCENTIVE GRANTS

Purpose

To provide financial assistance to classroom teachers (PK-12) to develop creative projects which link the arts with non-arts curricula or non-arts learning objectives.

Description

This grant category offers financial assistance to individual teachers to provide special arts resources or programming for the classroom project, to hire arts consultants or professional artists, or to purchase consumable supplies for the arts integration project described in the application. Projects may involve visual art, creative writing, theatre, music, dance or a combination of artistic disciplines.

Eligible Applicants

Elementary and secondary classroom teachers, in any discipline, currently employed by Virginia educational institutions (PK-12) which meet the Basic Eligibility criteria on page 6 may apply for funding through this program. An individual may receive only one grant award during each grant period. More than one teacher in each school is eligible to apply.

NOTE: If for any reason the teacher selected cannot initiate or complete the project described, the funds must be returned to the Virginia Commission for the Arts.

Eligible Activities

- Artists
- Arts Consultants
- Consumable supplies for the arts project described in the proposal

Amount of Assistance

Up to \$300

Deadlines

October 16, 2006, for activities between January 1 and June 30, 2007

October 15, 2007, for activities between January 1 and June 30, 2008

Criteria for Evaluation

- Arts at the Core - applicants must describe how the arts project will be integrated with non-arts curricula or a non-arts unit of study; cite and describe connections with Virginia’s Standards of Learning objectives in non-arts subjects; describe expected results; describe an artist’s or consultant’s qualifications; and must include a budget detailing expenses and all sources of income.
- Creativity, Innovation, Learning - applicants must describe how/why the project is unusual/unique; the expected benefits of the project for participants, and its impact on instruction and the school.

Application/Review/Payment Procedure

1. Teachers submit completed application forms and required photocopies by the deadline (not a postmark deadline). Applications must be received by the Commission on or before the published deadline. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. All Teacher Incentive Grant proposals are reviewed by a statewide panel which makes funding recommendations.
3. The board of the Commission for the Arts makes the final decision on all grant applications.
4. Grant awards will be paid in full by the end of January. Payments to public schools may be made to the school division office.

Compliance

and Appeals



ALAN ROSENBAUM, 2005 FELLOWSHIP RECIPIENT

COMPLAINTS PERTAINING TO CIVIL RIGHTS COMPLIANCE

Any person who believes that a grantee of the Virginia Commission for the Arts is not in compliance with either the Civil Rights Act of 1964, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973 may file a written complaint with the Executive Director of the Commission. The letter of complaint should include information about the dates, location, and specific aspects of the grantee’s activities that may not be in compliance.

The staff of the Commission will attempt to resolve the matter informally, if possible, by meeting with the grantee and the complainant.

If the staff of the Commission determines that the grantee is in full compliance with civil rights requirements, the Executive Director of the Commission will so inform the grantee and the complainant. If the staff of the Commission determines that the matter cannot be resolved informally, the matter will be brought to the board of the Commission for consideration of suspension or termination of funding.

APPEALS PROCESS FOR GRANT APPLICANTS

Applicants who believe their applications for funding were rejected for any of the following three reasons may appeal to the Commission for reconsideration:

1. the application was declined on the basis of review criteria other than those appearing in the guidelines;
2. the application was declined due to influence of advisory panel or Commission members who willfully failed to disclose conflicts of interest; or
3. the application was declined because erroneous information was provided by the staff, panelists, or Commission board members at the time of review, despite the fact that the applicant provided accurate and complete information on regulation forms as part of the standard application process.

Incomplete applications are specifically denied any appeals process. Dissatisfaction with the denial of an award or the amount of a grant award is not grounds for appeal.

Requests of appeals must be received, in writing, at the Commission office within 30 days of the applicant’s notification of a funding award decision. The board of the Commission will review and act upon the appeal at its next regularly scheduled meeting.

If the Commission changes a funding decision as a result of an appeal, the timing of the payment of the grant will be at the discretion of the agency’s Executive Director.

APPEALS PROCESS FOR PUBLICATIONS

(Performing Arts Tour Directory, Writers in Virginia Directory, and Artists in Education Artist Roster)

Applicants for either the Performing Arts Tour Directory, the Residency Program Artist Roster, or the Writers in Virginia Directory may appeal a decision not to be included in the Directory or on the Roster on the basis of the three reasons listed above. The same procedure is followed for these appeals with the exception that applicants have only 15 days from notification to file their appeals because of publication schedules. These appeals will be reviewed and acted upon by the Executive Committee of the Commission.

Tips for Applicants



PHOTOGRAPHY BY NASHVILLE CHAMBER ORCHESTRA
PAUL REISLER WITH KID PAN ALLEY, ARTIST IN RESIDENCY PROGRAM

TIPS FOR APPLICANTS

- Check our website (www.arts.virginia.gov) regularly for grant applications, deadlines, report forms, etc.
- Each year the Commission staff conducts application assistance workshops around the state to explain the different grant programs and application procedures. Applicants are encouraged to attend one of the workshops.
- Applicants should read the “General Policies” section as well as the guidelines for a particular grant program. General Policies apply to all grantees of the Commission.
- Submit concise and original proposal tailored to the grant program and funding source. Oftentimes telling your story and the impact you are hoping to achieve with a grant is a compelling and effective approach.
- Be direct, eliminate jargon, buzz words, and insider language.
- Using the application checklist, ensure that the application has all required attachments and signatures before submitting.
- It is helpful to read the proposal out loud and ask someone else to read it before submitting to ensure that the proposal is clear.
- Applicants are responsible for complying with the instructions and Certification of Assurances attached to each application form.
- Once application is submitted, inform us quickly of any changes to address, personnel, or other pertinent information in regards to your grant application. Please do not make any changes in a grant-funded project prior to contacting us. Send a written request for approval of change(s) and any related budget or supplemental information we would need to consider. Please do not proceed with the project until you have secured approval from us.
- Prepare, sign and submit all final reports and program evaluation materials on time – if you have questions contact us in advance of the final report deadline.
- Each applicant should include the names of the advisory panelists, the board members of the Commission, and the Commission staff on all mailing lists, and regularly notify them of activities and events. The addresses are available from the Commission office and on the Commission website. The panelist lists are updated each year.
- The Commission staff will answer any questions about the grant programs, assist applicants in completing the forms and review drafts of grant applications, if requested at least four weeks before the grant deadlines.

Personnel

COMMISSIONERS

Term Expires

David W. Briggs, Arlington	6/30/09
Gary R. Grant, Danville	6/30/06
Dr. Lucius F. Ellsworth, Wise	6/30/09
Susan B. Hirschbiel	6/30/09
Bonita Lestina, Fairfax	6/30/08
E. A. McMath, Onley	6/30/06
J. Roderick Moore, Ferrum	6/30/06
Jacquelyn E. Stone, Richmond	6/30/09
Rod Taylor, Chesapeake	6/30/08
Beth A. Temple, Alexandria	6/30/08
William F. Trinkle, Roanoke	6/30/09
Deborah H. Valentine, Richmond	6/30/09
Eve Wilson, McLean	6/30/09

PERSONNEL

- Peggy J. Baggett, Executive Director
- Foster J. Billingsley, Deputy Director
- Tatjana Franke Beylotte, Arts in Education Coordinator/Webmaster
- Amy Krawczyk, Program Coordinator
- Lorraine W. Lacy, Executive Secretary
- Jody Wight, Administrative Assistant

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THEATER IV



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